

SurveyTracker Email Web

How to create audience information by importing from a text file (.txt exported from



email_addresses.txt - Notepad

File Edit Format Help

ALICE	THOMPSON	Alice.Joyner@us.army.mil
ANGELA	FAMBRO	angela.fambro@us.army.mil
ANGELA	GIBBONS	Angela.Gibbons@Benning.Army.Mil
ANGELA	SIGEARS	Angela.Sigears@benning.army.mil
ANNE	ALSTON	anne.h.alston@us.army.mil
ANTHONY	BORELLI	Anthony.Borelli@Benning.Army.Mil
ANTHONY	DAVIS	anthony.davis6@us.army.mil
APRIL	KEMP-MOYA	April.Kemp-Moya@Benning.Army.Mil
BARBARA	TALLEY	Barbara.Talley@benning.army.mil
BENJAMIN	ANDERSON	Benjamin.Anderson@Benning.Army.Mil
BENJAMIN	WELLS	benjamin.wells@us.army.mil
BOBBIE	GLENN	Bobbie.Glenn@Benning.Army.Mil
BOBBY	STALLINGS	Bobby.Stallings@Benning.Army.Mil
CALVIN	PERRY	Calvin.Perry@benning.army.mil
CAROL	BALDERSON	Carol.Balderson@benning.army.mil
CAROLYN	DAVIS	Carolyn.Davis@Benning.Army.Mil
CAROLYN	HINTON	carol.hinton@us.army.mil
CHANTAY	COLLINS	chantay.collins@us.army.mil
CHARLES	SANDERS	Charles.Sanders@Benning.Army.Mil
CONEALIOUS	FORD	Conealious.Ford@Benning.Army.Mil
CONNIE	LINTON	connie.linton@us.army.mil
CONSTANCE	DORSEY	Constance.Dorsey@benning.army.mil
CYNTHIA	MCDOWELL	McDowellC@benning.army.mil
DANNY	MARSHALL	Danny.Marshall@benning.army.mil
DEBORAH	HOLLINGSWORTH	Deborah.Hollingsworth@us.army.mil
DELBRA	GRIER	Delbra.Grier@benning.army.mil
DEWAYNE	BALDWIN	Dewayne.Baldwin@benning.army.mil
DONNA	LOWE	Donna.Lowe@benning.army.mil
DOROTHY	CRIBB	dorothy.e.cribb@us.army.mil
DOYLE	GILLEY	Doyle.Gilley@Benning.Army.Mil
EDWIN	RODRIGUEZ	Edwin.Rodriguez@benning.army.mil
ELLA	HART	stringbeane.hart@us.army.mil
ERIN	MENEFEE	Erin.Menefee@Benning.Army.Mil
ERMA	THOMPSON	Erma.Thompson@Benning.Army.Mil
FELIX	SEDA	Felix.Seda@benning.army.mil
FOSTER	CASSIDY	Foster.Cassidy@Benning.Army.Mil
GRACIE	ROBBS	gracie.b.robbs@us.army.mil
GREGG	MOHLER	Gregg.Mohler@Benning.Army.Mil
HAZEL	STARLING	Hazel.Starling@Benning.Army.Mil
HELEN	WILLIAMS	helen.t.williams@us.army.mil
HOMER	CRAWFORD	Homer.Crawford@Benning.Army.Mil
HOMER	WADE	Homer.Wade@Benning.Army.Mil
JACQUELINE	HEARN	jackie.hearn@us.army.mil
JAKE	LOWE	Jake.Lowe@benning.army.mil
JEANETTE	AMADEO	Jeanette.Amadeo@Benning.Army.Mil
JIM	LANCE	Jim.Lance@Benning.Army.Mil
JIMMIE	TEFFT	Jimmie.Tefft@Benning.Army.Mil
JOANN	TAYLOR	Joann.Taylor@Benning.Army.Mil
JOHN	BRENT	John.Brent@benning.army.mil
KAREN	PENIX	canterbury.penix@us.army.mil
KATHY	ROBINSON	Kathy.Robinson@Benning.Army.Mil
KEITH	ARNOLD	Keith.Arnold@Benning.Army.Mil
LARRY	JONES	Larry.Jones3@Benning.Army.Mil
LARRY	JONES	Larry.Jones2@Benning.Army.Mil
LARRY	PUGH	Larry.Pugh@Benning.Army.Mil

CPAC Audience

[Add](#)
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[Delete](#)
[Filter](#)
[Form View](#)

Active Filter:

Form View

Create, edit, or review Audience information**CPAC Audience**

FIRST NAME	LAST NAME	EMAIL ADDRESS

Audience Import Wizard**Import Audience Members**

This import wizard will help you easily and accurately transfer audience data into SurveyTracker. Please select the type of data you will be importing.

Delimited Text File (ASCII)

Import audience from an ASCII text file with field delimiters, field separators, and record separators.

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Continue >

Cancel

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Form View

Member Count: 0

Member Number: 0

Active Filter:

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Continue >

Create, edit, or review Audience information**CPAC Audience**

FIRST NAME	LAST NAME	EMAIL ADDRESS

Audience Import Wizard**Import Audience Members**

Enter the full path and filename of the file to be imported.

Member Count: 0

Member Number: 0

Active Filter:

Create, edit, or review Audience information

CPAC Audience

FIRST NAME	LAST NAME	EMAIL ADDRESS

Audience Import Wizard

Import Audience Members

Enter the full path and filename of the file to be imported.

Select CSV file

Look in: Desktop

infantry homepage intro flash
LVC
macromedia extension manager 1.5
midi sound files Brassel Group
Organizations & Functions 10-10
preloaders
publication archive sample
RC Stuff
Real Estate
SBLab - Vail Briefing

Scanjet 2.9
soldier
survey tracker graphic
TRADOC Digital Training Conference
tribute songs
email_addresses.txt

File name:

Files of type:

Member Count: 0 Member Number: 0 Active Filter:

Create, edit, or review Audience information

CPAC Audience

FIRST NAME	LAST NAME	EMAIL ADDRESS

Audience Import Wizard
Import Audience Members
 Enter the full path and filename of the file to be imported.

create, edit, or review Audience information

PAC Audience

FIRST NAME	LAST NAME	EMAIL ADDRESS

Audience Import Wizard

Import Audience Members

You have selected a text file import profile (ASCII). These settings allow you to specify the record format of the file.

Record Layout

☒ Tab Delimited☐ Comma Delimited

Field Separator: .

Field Delimiter: "

Record Separator

☐ Carriage Return☐ Line Feed☒ Both☐ Record Header

Check this if the first line in the ASCII file is a list of field names to identify the values in each field.

Below is an example of an ASCII file with a quotation-mark (") as the Field Delimiter, and a comma (,) as the Field Separator:

"ABC Company","1111 First Drive","Anytown"

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Cancel

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Form View

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Member Number: 0

Active Filter:

Create, edit, or review Audience information

CPAC Audience

FIRST NAME	LAST NAME	EMAIL ADDRESS

Audience Import Wizard

Import Audience Members

SurveyTracker allows you to preview the data in this file prior to importing. To change Label Names, double-click on a highlighted row.

Label Names	Position	Preview Record: 1
Field1	1	ALICE
Field2	2	THOMPSON
Field3	3	Alice.Joyner@us.army.mil

"ALICE" "THOMPSON" "Alice.Joyner@us.army.mil"

Prior Record

Next Record

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Continue >

Cancel

Create, edit, or review Audience information

CPAC Audience

FIRST NAME	LAST NAME	EMAIL ADDRESS

Audience Import Wizard

Import Audience Members

Map import data fields to audience data fields. Drag-drop the import fields over the audience fields you want them to be placed in.

Import Fields	Audience Fields	Import Fields	
Field1	FIRST NAME	Field1	ALICE
Field2	LAST NAME	Field2	THOMPSON
Field3	EMAIL ADDRESS	Field3	Alice.Joyner@us.army.mil

"ALICE" "THOMPSON" "Alice.Joyner@us.army.mil"

Connect

Disconnect

Prior Record

Next Record

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Continue >

Cancel

Create, edit, or review Audience information

CPAC Audience

FIRST NAME	LAST NAME	EMAIL ADDRESS

Audience Import Wizard

Import Audience Members

Importing your data.

Importing records... 44 of 98

44%

Good records: 42

Bad records: 0

00:00:00

Cancel

Create, edit, or review Audience information

CPAC Audience

FIRST NAME	LAST NAME	EMAIL ADDRESS
ALICE	THOMPSON	Alice.Joyner@us.army.mil
ANGELA	FAMBRO	angela.fambro@us.army.mil
ANGELA	GIBBONS	Angela.Gibbons@Benning.Army.Mil
ANGELA	SIGEARS	Angela.Sigears@benning.army.mil
ANNE	ALSTON	anne.h.alston@us.army.mil
ANTHONY	BORELLI	Anthony.Borelli@Benning.Army.Mil
ANTHONY	DAVIS	anthony.davis6@us.army.mil
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CAROLYN	HINTON	carol.hinton@us.army.mil
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CONEALIOUS	FORD	Conealious.Ford@Benning.Army.Mil
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CYNTHIA	MCDOWELL	McDowellC@benning.army.mil
DANNY	MARSHALL	Danny.Marshall@benning.army.mil
DEBORAH	HOLLINGSWORTH	Deborah.Hollingsworth@us.army.mil
DELBRA	GRIER	Delbra.Grier@benning.army.mil
DEWAYNE	BALDWIN	Dewayne.Baldwin@benning.army.mil
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